

CITY OF BURBANK

LEGAL SECRETARIAL CLERK

DEFINITION

Under supervision, performs confidential and professional clerical work in the office of the City Attorney; and performs related work as required.

ESSENTIAL FUNCTIONS

Prepares legal forms and documents from general instruction; assists in maintenance of office files; processes restitution's, including payments; prepares misdemeanor complaints, criminal subpoenas, and other correspondence; answers incoming calls as assigned; refers callers and visitors to appropriate attorney, department, or outside agency; prepares routine letters and memoranda; operates calculator, computer, telephone, and other office equipment; calendars; files correspondence and legal documents.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – modern office methods, procedures, and equipment; English usage, spelling, grammar and punctuation; basic arithmetic and accounting procedures.
- Skill in – calendaring; filing methods; proofreading; the operation of modern office equipment; current computer software and their applications.
- Ability to – learn to organize and maintain record keeping systems; learn legal terminology, document preparation, and procedures; use computers including word processing software and data entry programs; work independently and exercise judgment and initiative in performing duties; communicate effectively, both orally and in writing; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Graduation from high school or equivalent and three years of recent experience in responsible clerical work.

License & Certificates: A certificate indicating the ability to type or enter data at a speed necessary for successful job performance is required at time of application.

SUPPLEMENTAL INFORMATION

A valid California Class "C" driver's license or equivalent may be required at time of appointment.